Purpose

Purpose

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Addresses and Emergency Contact Information** service is located in the 'My Personal Info' workset in ESS. Employees can use this service to set up (or change) the following address types:

Permanent Residence - The employee's main address. Employees must have a Permanent Residence for payroll purposes and can only have one active record at a time. Note: If an employee has a change to this address, they must also update their address with the Employee Insurance Program (EIP). The EIP website can be located on the 'My Benefits" area page.
Emergency Contacts - The employee's emergency contact(s) and address/phone information. Employees can have up to three emergency contacts.
Mailing Address - The employee can use this if their mail should go to an address that is different from the Permanent Residence. If used, employees can only have one active record at a time.
Temporary Residence - The employee can use this is the have another residence that should serve as their main permanent residence for only a brief period. If used, employees can only have one active record at a time.

Trigger

Use this service in Employee Self-Service (ESS) to set up (or change) your Addresses and Emergency Contacts.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Personal Info ➔ Addresses and Emergency Contact Information

Transaction Code

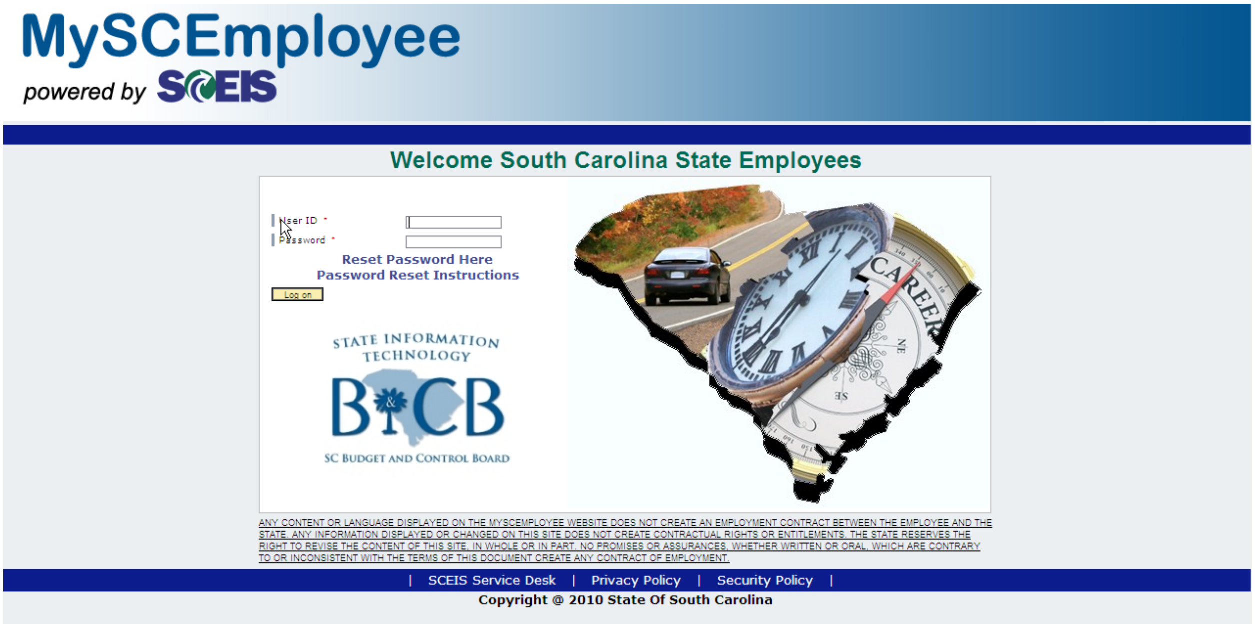
- ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:


MySCEmployee
powered by SCEIS
Welcome South Carolina State Employees
User ID *
Password *
Reset Password Here
Password Reset Instructions
Log on
STATE INFORMATION TECHNOLOGY
B&CB
SC BUDGET AND CONTROL BOARD
CAREER
| SCEIS Service Desk | Privacy Policy | Security Policy |
Copyright @ 2010 State Of South Carolina

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2. As required, complete/review the following fields:

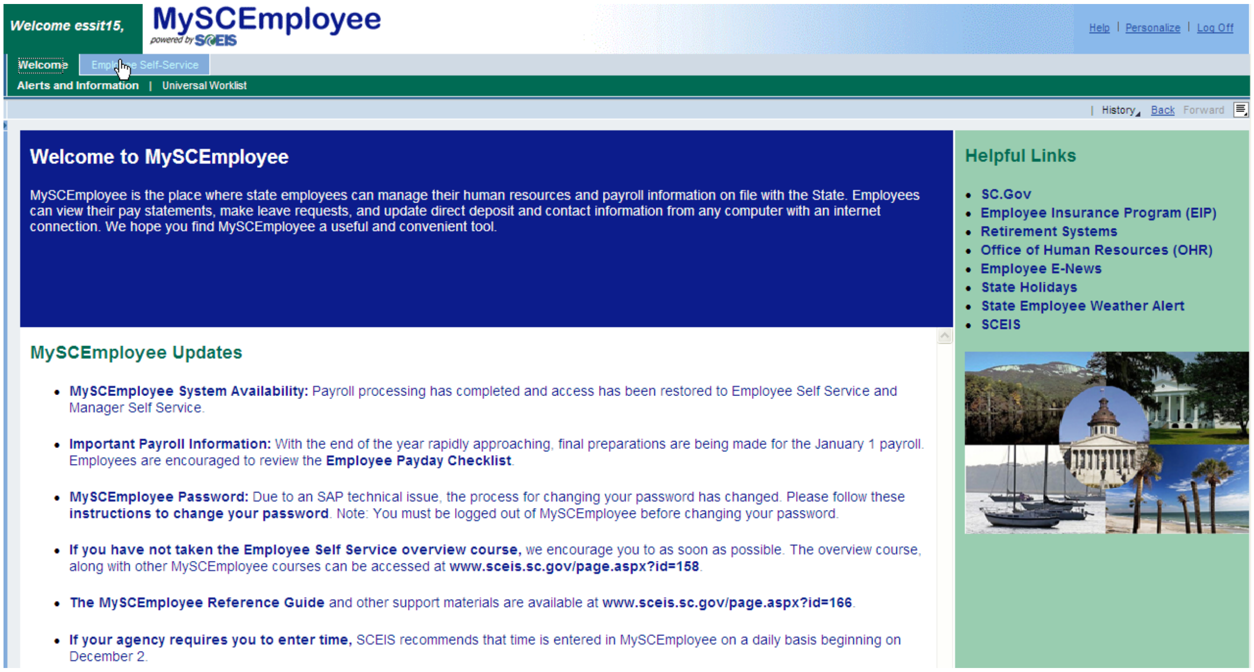
Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button Log on.

After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.

When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.


Welcome essit15,
MySCEmployee
powered by SCEIS
Help | Personalize | Log Off
Welcome
Employee Self-Service
Alerts and Information | Universal Worklist
| History Back Forward

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

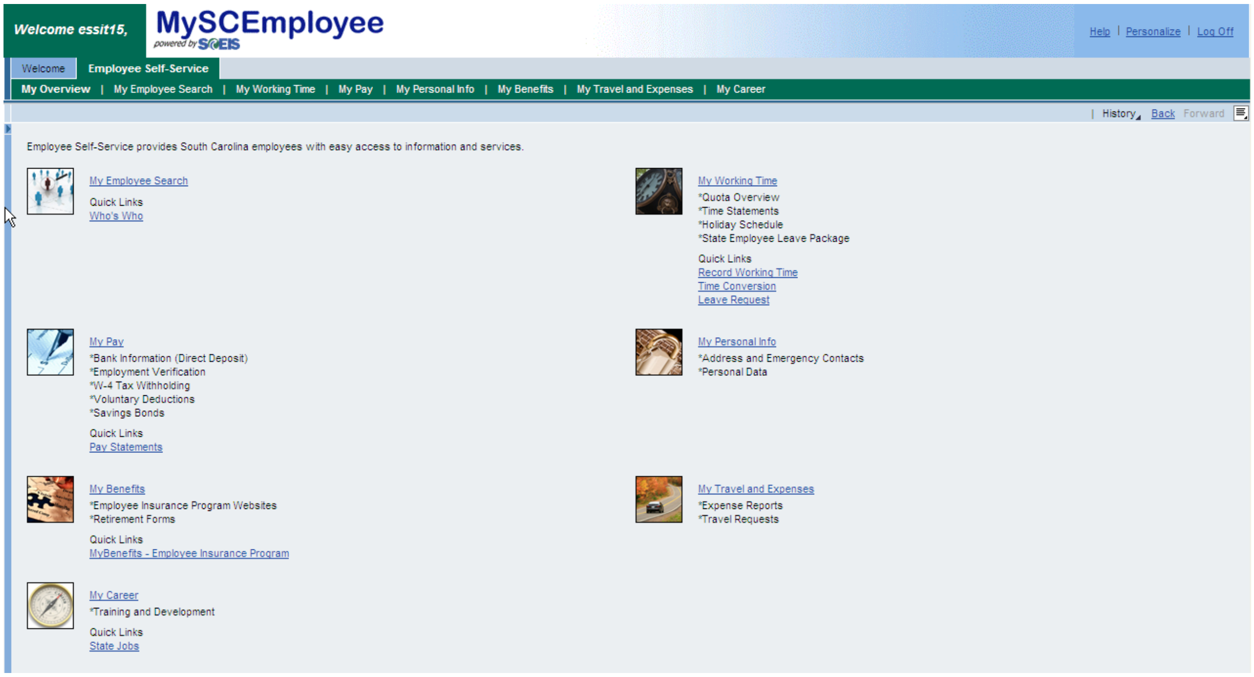
MySCEmployee Updates

- **MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- **Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- **MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- **If you have not taken the Employee Self Service overview course,** we encourage you to as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at **www.sceis.sc.gov/page.aspx?id=158**.
- **The MySCEmployee Reference Guide** and other support materials are available at **www.sceis.sc.gov/page.aspx?id=166**.
- **If your agency requires you to enter time,** SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

5. Click the Employee Self-Services tab Employee Self-Service.


Welcome essit15,
MySCEmployee
powered by SCEIS
Help | Personalize | Log Off
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
| History Back Forward

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search
Quick Links
Who's Who

My Working Time
*Quota Overview
*Time Statements
*Holiday Schedule
*State Employee Leave Package
Quick Links
Record Working Time
Time Conversion
Leave Request

My Pay
*Bank Information (Direct Deposit)
*Employment Verification
*W-4 Tax Withholding
*Voluntary Deductions
*Savings Bonds
Quick Links
Pay Statements

My Personal Info
*Address and Emergency Contacts
*Personal Data

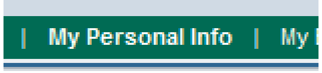
My Benefits
*Employee Insurance Program Websites
*Retirement Forms
Quick Links
MyBenefits - Employee Insurance Program

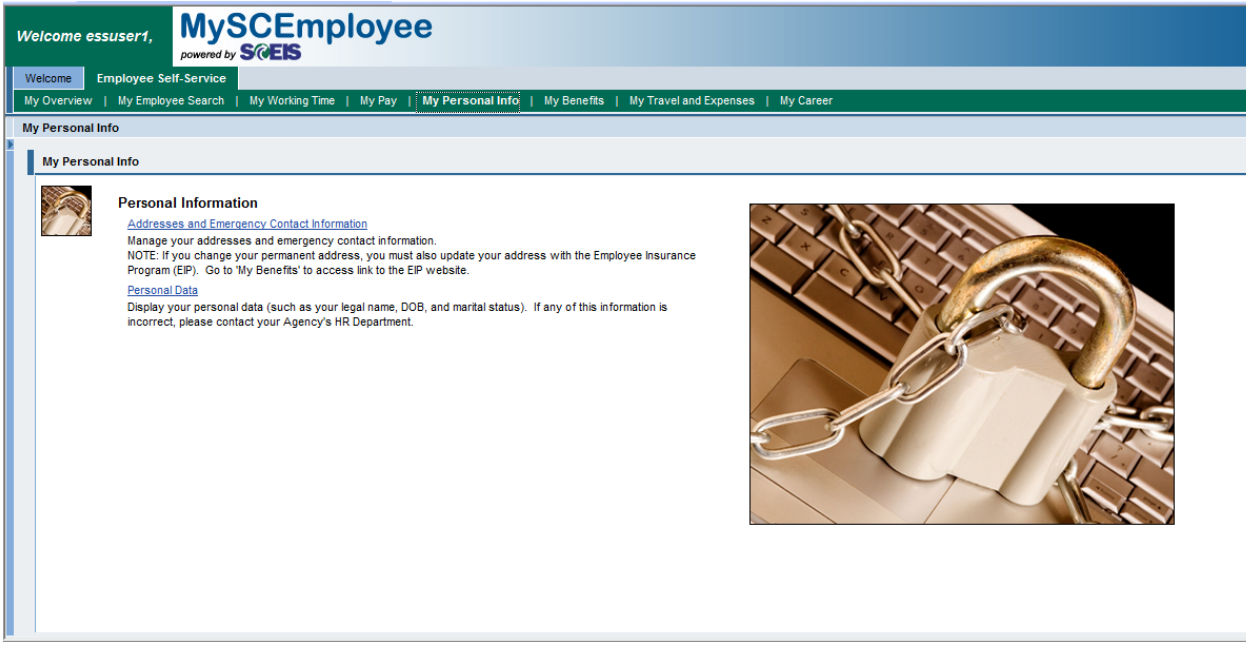
My Travel and Expenses
*Expense Reports
*Travel Requests

My Career
*Training and Development
Quick Links
State Jobs

The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
 | My Personal Info | My	Select the workset **TAB**. The workset tabs are located below the main ESS tab.
	Click the **ICON** for the workset.
My Personal Info	Click the main **LINK** for the workset.


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
My Personal Info
My Personal Info

Personal Information

Addresses and Emergency Contact Information

Manage your addresses and emergency contact information.
NOTE: If you change your permanent address, you must also update your address with the Employee Insurance Program (EIP). Go to 'My Benefits' to access link to the EIP website.

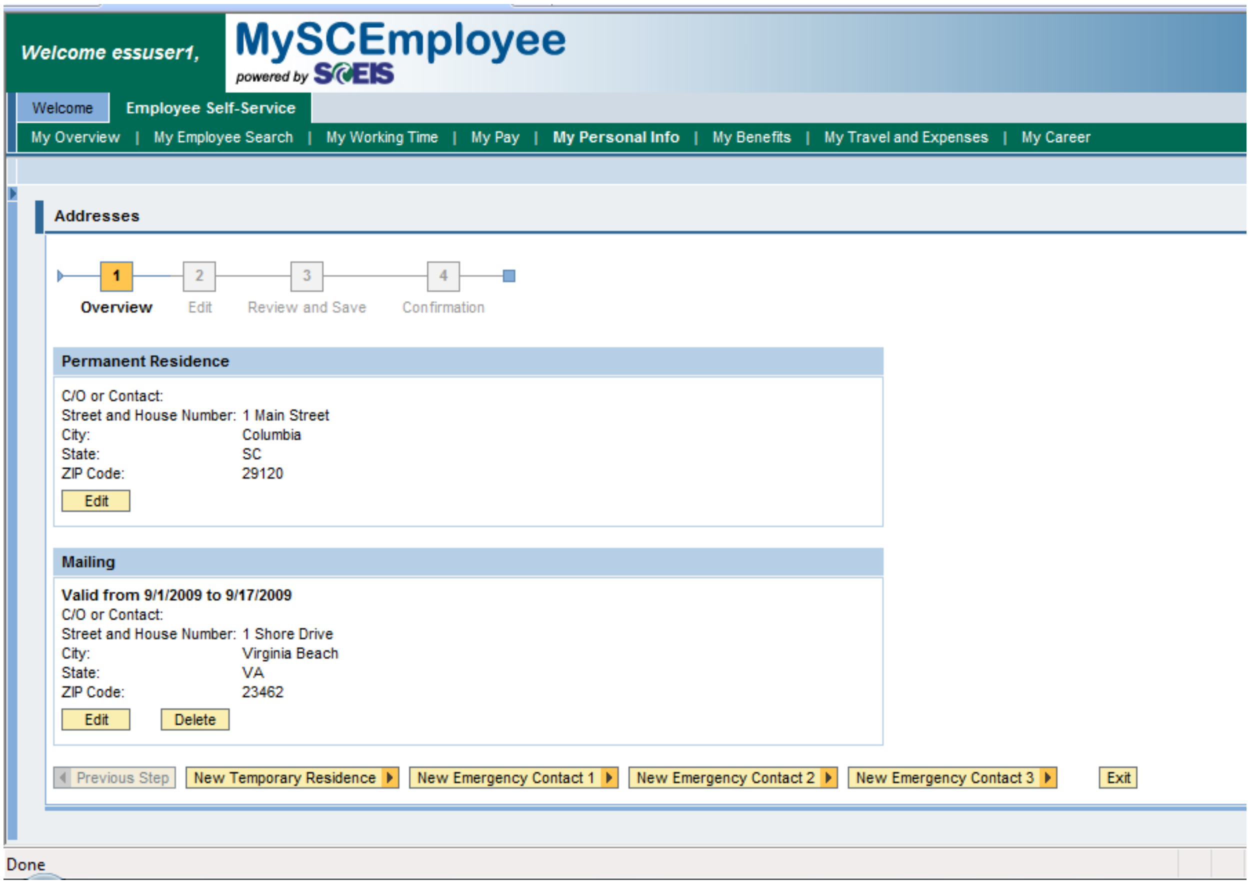
Personal Data

Display your personal data (such as your legal name, DOB, and marital status). If any of this information is incorrect, please contact your Agency's HR Department.

The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Addresses and Emergency Contact Information** service, click the link Addresses and Emergency Contact Information .

8. The overview screen for **Addresses and Emergency Contact Information** is displayed:


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
1 Overview
2 Edit
3 Review and Save
4 Confirmation
Edit
Delete
Previous Step
New Temporary Residence
New Emergency Contact 1
New Emergency Contact 2
New Emergency Contact 3
Exit
Done

Addresses

Permanent Residence

C/O or Contact:
Street and House Number: 1 Main Street
City: Columbia
State: SC
ZIP Code: 29120

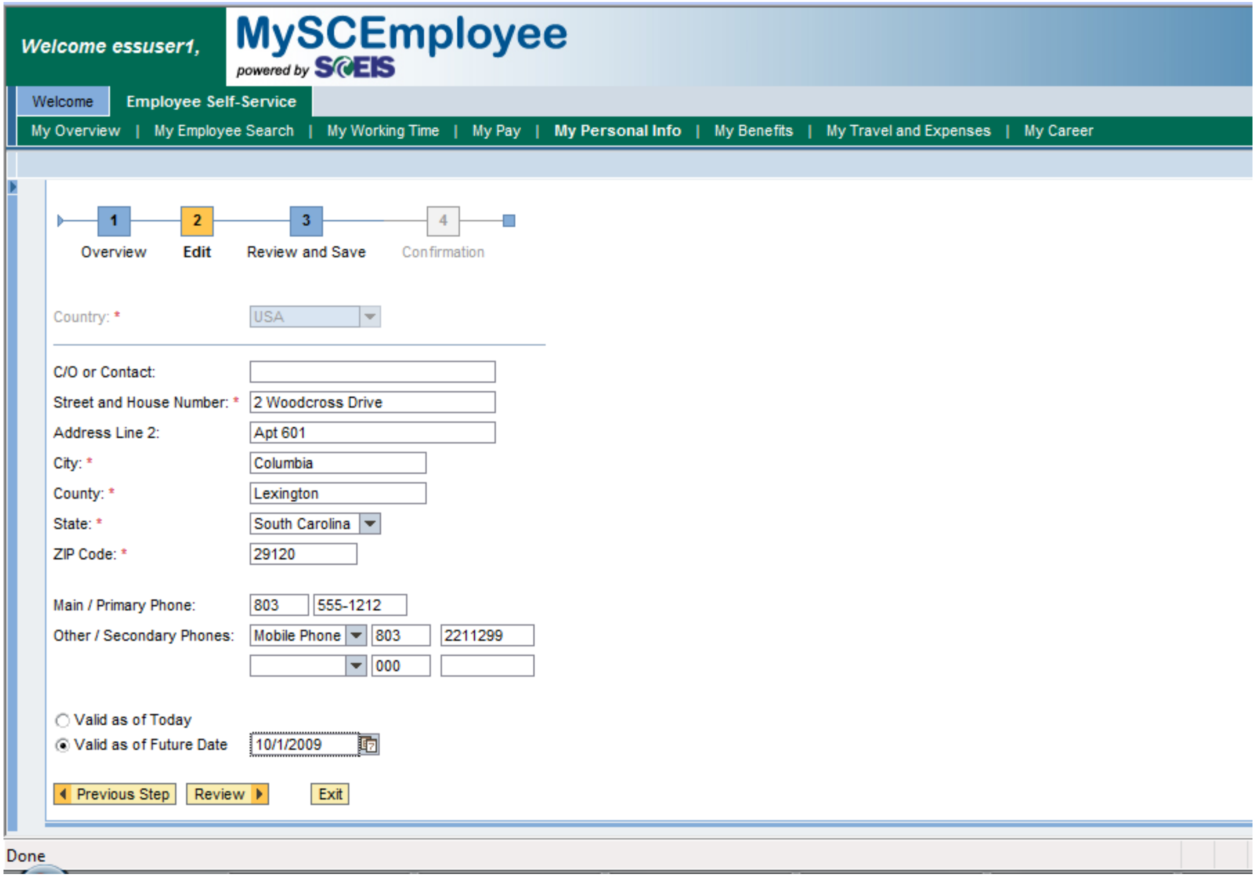
Mailing

Valid from 9/1/2009 to 9/17/2009
C/O or Contact:
Street and House Number: 1 Shore Drive
City: Virginia Beach
State: VA
ZIP Code: 23462

9. Perform one of the following:

If You Want To	Go To
Create/Maintain your **Permanent Residence**	Step 10
Create/Maintain your **Emergency Contacts**	Step 17
Create/Maintain your • **Mailing Address** or • **Temporary Residence**	Step 22

10. To maintain your Permanent Residence, click Edit below the record.


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
1 Overview
2 Edit
3 Review and Save
4 Confirmation
Previous Step
Review
Exit
Done

Country: * USA

C/O or Contact:

Street and House Number: * 2 Woodcross Drive

Address Line 2: Apt 601

City: * Columbia

County: * Lexington

State: * South Carolina

ZIP Code: * 29120

Main / Primary Phone: 803 555-1212

Other / Secondary Phones: Mobile Phone 803 2211299

000

○ Valid as of Today

● Valid as of Future Date 10/1/2009

Only New Hire employees will have the option to create a new Permanent Residence record in ESS. After the initial set up is complete, employees will only have the ability to make changes. The screen shot above shows an example of an existing Permanent Residence record that can be changed. New Hire employees will have a 'NEW' button available.

11. As required, complete/review the following fields:

Field	R/O/C	Description
Country	R	Identifies the country. The default value is USA and cannot be changed.
C/O or Contact	O	The 'In Care Of' (C/O) name that corresponds with the address. For Emergency Contacts Only: • A Contact name should only be used when maintaining an Emergency Contact record. • When defining an emergency contact name, enter the full name and the relationship. For example, Mary Smith

		(Mother)
House and Street Number	R	The address street name and number.
Address Line 2	O	The additional address line (used for Apt #, Suite, Floor, etc.).
City	R	The city or town name.
County	R	The county name. • For Permanent Residence, all addresses should be in South Carolina. • For maintaining other addresses outside of SC (Emergency, etc.) this is still a mandatory field. If there is no county, enter "City of." If you do not know the county, enter "N/A."
State	R	The state name; select from the drop-down.
ZIP Code	R	The ZIP code.
Main / Primary Phone	O	The main or primary phone number that corresponds with your Permanent Residence.
Other / Secondary Phones	O	Additional secondary phones or communications. Select the phone type from the drop-down (e.g. Mobile Phone, etc.) and enter the phone number that corresponds with the phone type. The use of these are not required, but are strongly encouraged when maintaining your Emergency Contacts.

Note - A red asterisk (*) represents a field that is mandatory.

Dates - When maintaining the date fields, please be aware of how the system creates the validity dates of the address records:

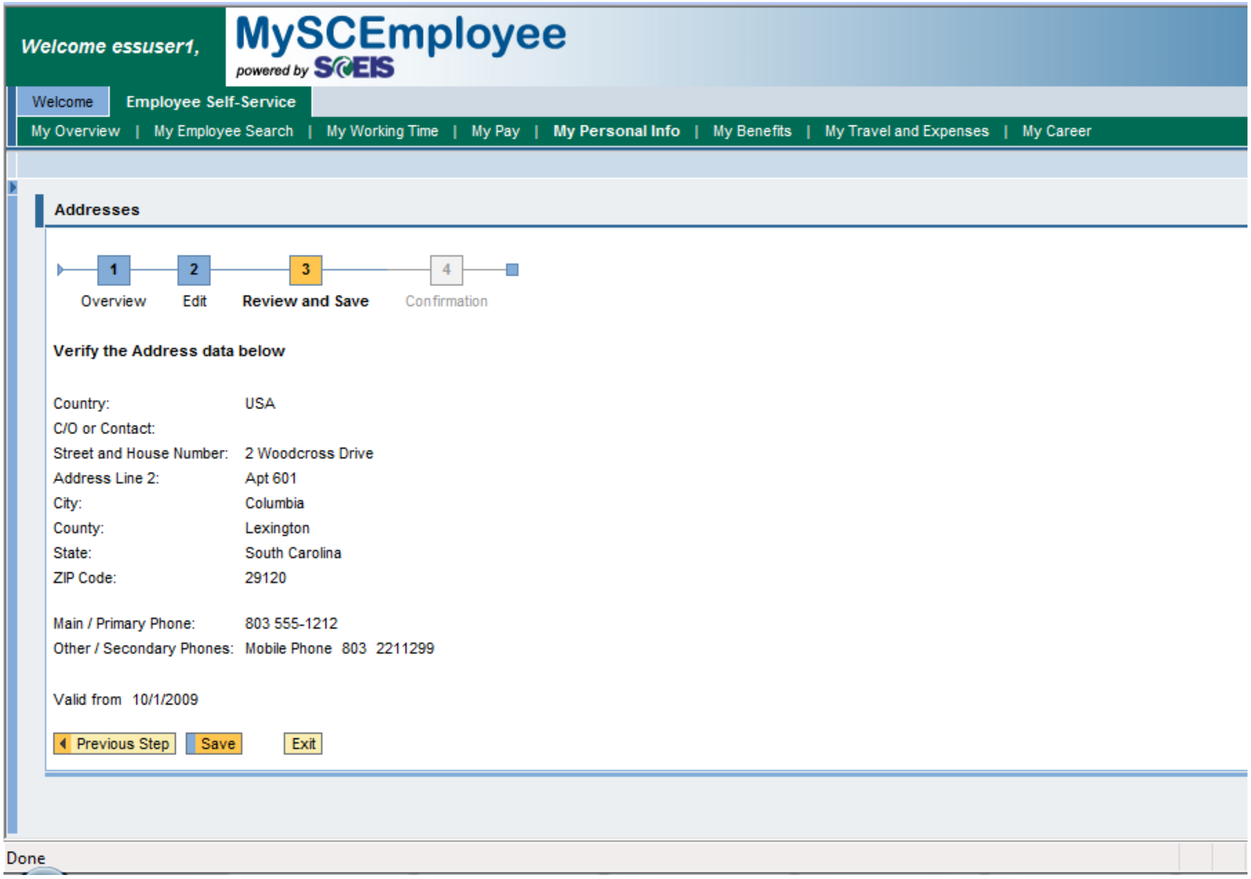
- ***Valid as of Today*** - When this radio button is selected, the NEW record will have a starting date that is equal to the current date (the day you make the change in ESS). The OLD record will be delimited with an ending date that is equal to the previous day.
- ***Valid as of Future Date*** - This radio button allows the creation of a future dated record. The employee can manually enter the starting date in ESS. The NEW record will have a starting date of that defined date. The OLD record will be delimited with an ending date that is equal to the previous day of the defined date entered in ESS.

12. Maintain the 'Permanent Residence' address and then perform one of the following:

If	Then
You want to continue and save the 'Permanent Residence' data.	Click Review ▶
You do not want to save the 'Permanent Residence' data and navigate back to the **Addresses and Emergency Contact Information** overview page.	Click ◀ Previous Step

You want to cancel all activity in the **Addresses and Emergency Contact Information** service and navigate back the the 'My Personal Info' area page.	Click	Exit

13. For the purpose of this exercise, click Review ▶.


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
Addresses
1 Overview
2 Edit
3 Review and Save
4 Confirmation
◀ Previous Step
Save
Exit
Done

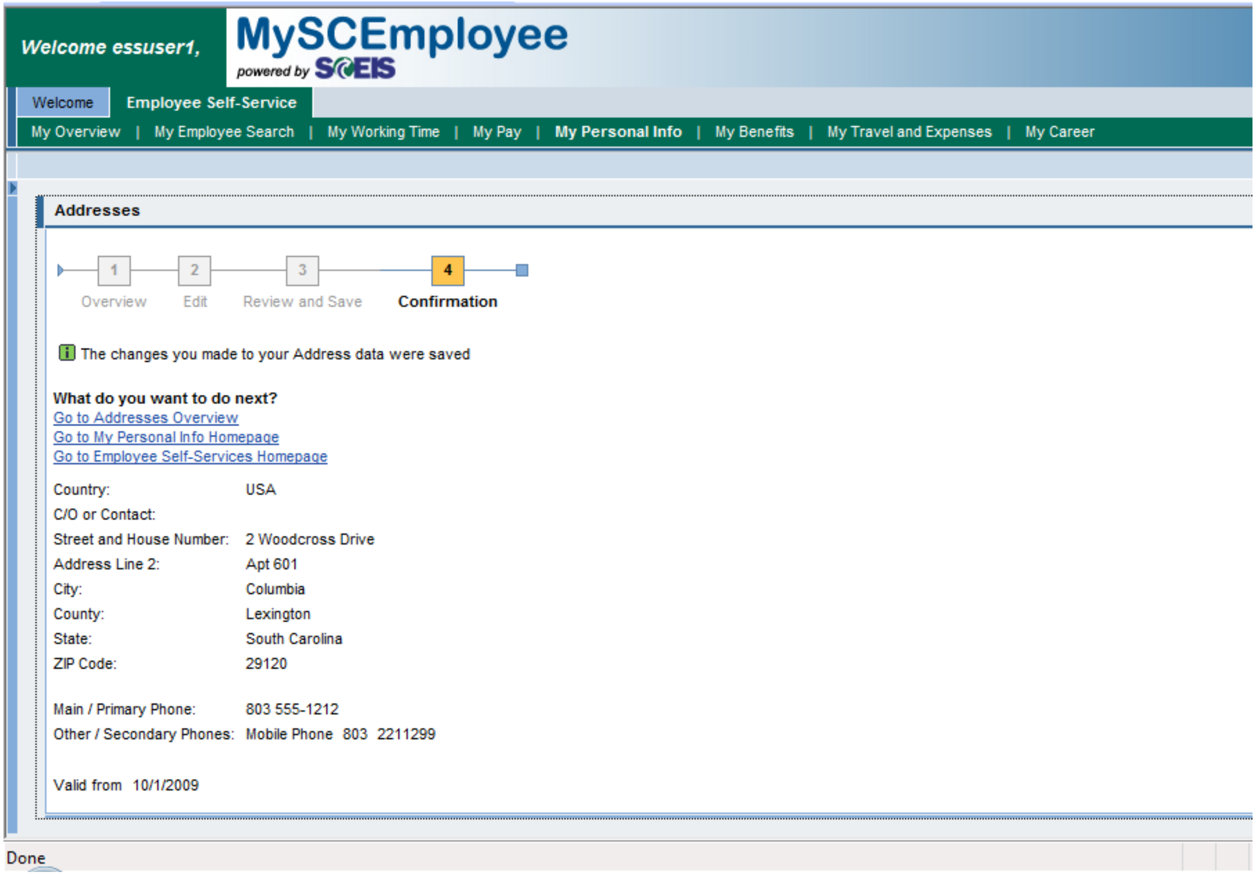
Verify the Address data below

Country: USA
C/O or Contact:
Street and House Number: 2 Woodcross Drive
Address Line 2: Apt 601
City: Columbia
County: Lexington
State: South Carolina
ZIP Code: 29120

Main / Primary Phone: 803 555-1212
Other / Secondary Phones: Mobile Phone 803 2211299

Valid from 10/1/2009

14. To save the 'Permanent Residence' data, click Save.


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
Addresses
1 Overview
2 Edit
3 Review and Save
4 Confirmation
Done

The changes you made to your Address data were saved

What do you want to do next?
Go to Addresses Overview
Go to My Personal Info Homepage
Go to Employee Self-Services Homepage

Country:	USA
C/O or Contact:	
Street and House Number:	2 Woodcross Drive
Address Line 2:	Apt 601
City:	Columbia
County:	Lexington
State:	South Carolina
ZIP Code:	29120
Main / Primary Phone:	803 555-1212
Other / Secondary Phones:	Mobile Phone 803 2211299

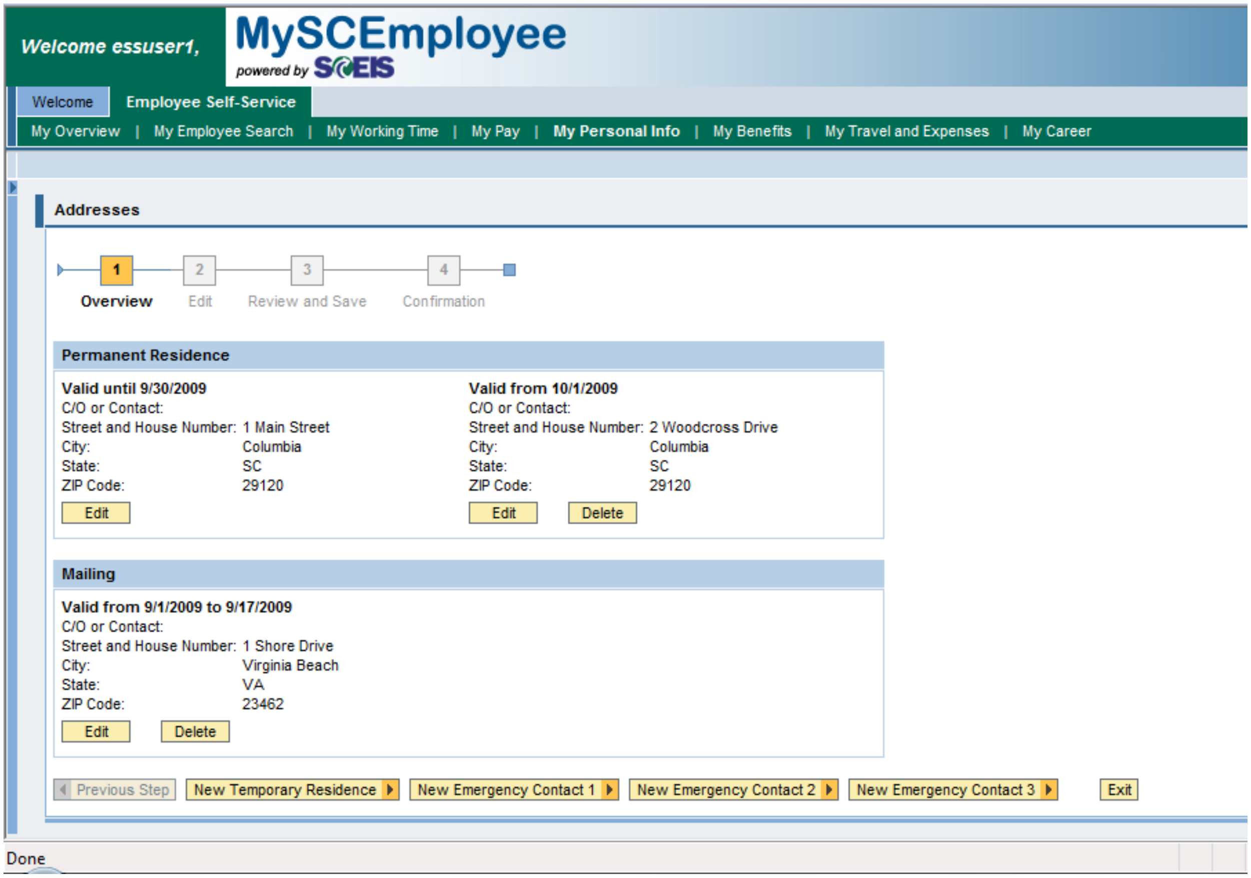
Valid from 10/1/2009

Note: If an employee has a change to this address, they must also update their address with the Employee Insurance Program (EIP). The EIP website can be located on the 'My Benefits" area page.

15. Perform one of the following:

If	Then
You want to navigate back to the **Addresses and Emergency Contact Information** overview page to display or maintain address data.	Go to Addresses Overview
You want to navigate back to the 'My Personal Info' area page.	Go to My Personal Info Homepage
You want to navigate all the way back to the main ESS 'My Overview' page.	Go to Employee Self-Services Homepage

16. For the purpose of this exercise, click the link Go to Addresses Overview .


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
1 Overview
2 Edit
3 Review and Save
4 Confirmation
Edit
Delete
Previous Step
New Temporary Residence
New Emergency Contact 1
New Emergency Contact 2
New Emergency Contact 3
Exit
Done

Addresses

Permanent Residence

Valid until 9/30/2009
C/O or Contact:
Street and House Number: 1 Main Street
City: Columbia
State: SC
ZIP Code: 29120

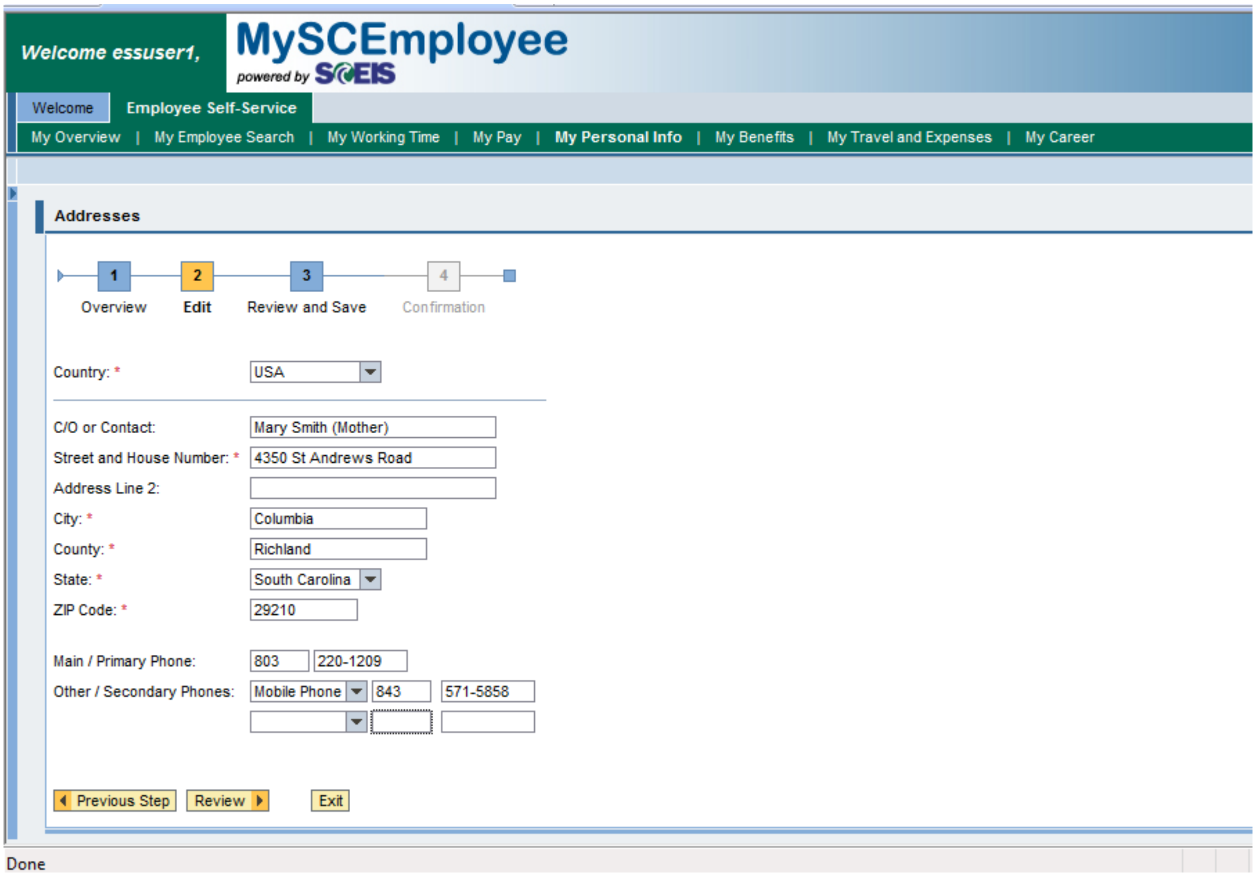
Valid from 10/1/2009
C/O or Contact:
Street and House Number: 2 Woodcross Drive
City: Columbia
State: SC
ZIP Code: 29120

Mailing

Valid from 9/1/2009 to 9/17/2009
C/O or Contact:
Street and House Number: 1 Shore Drive
City: Virginia Beach
State: VA
ZIP Code: 23462

Once the initial 'Permanent Residence' record is create, the button and option to create a 'NEW' record is not longer available. However, employees have the option to edit this record and input an effective date for the revised record. See previous section for information on creating future dated records in ESS. Employees typically use this option for a planned move, etc.

17. To create a new Emergency Contact record, click New Emergency Contact 1. This example assumes there are currently no Emergency Contacts identified by the employee. If a previous record already existed, the employee would have the option the EDIT the record, opposed to selecting a NEW button. Employees have the option to maintain up to three emergency contacts. The three are number by priority of contact in the event of an emergency.


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
1 Overview
2 Edit
3 Review and Save
4 Confirmation
Previous Step
Review
Exit
Done

Addresses

Country: * USA

C/O or Contact: Mary Smith (Mother)

Street and House Number: * 4350 St Andrews Road

Address Line 2:

City: * Columbia

County: * Richland

State: * South Carolina

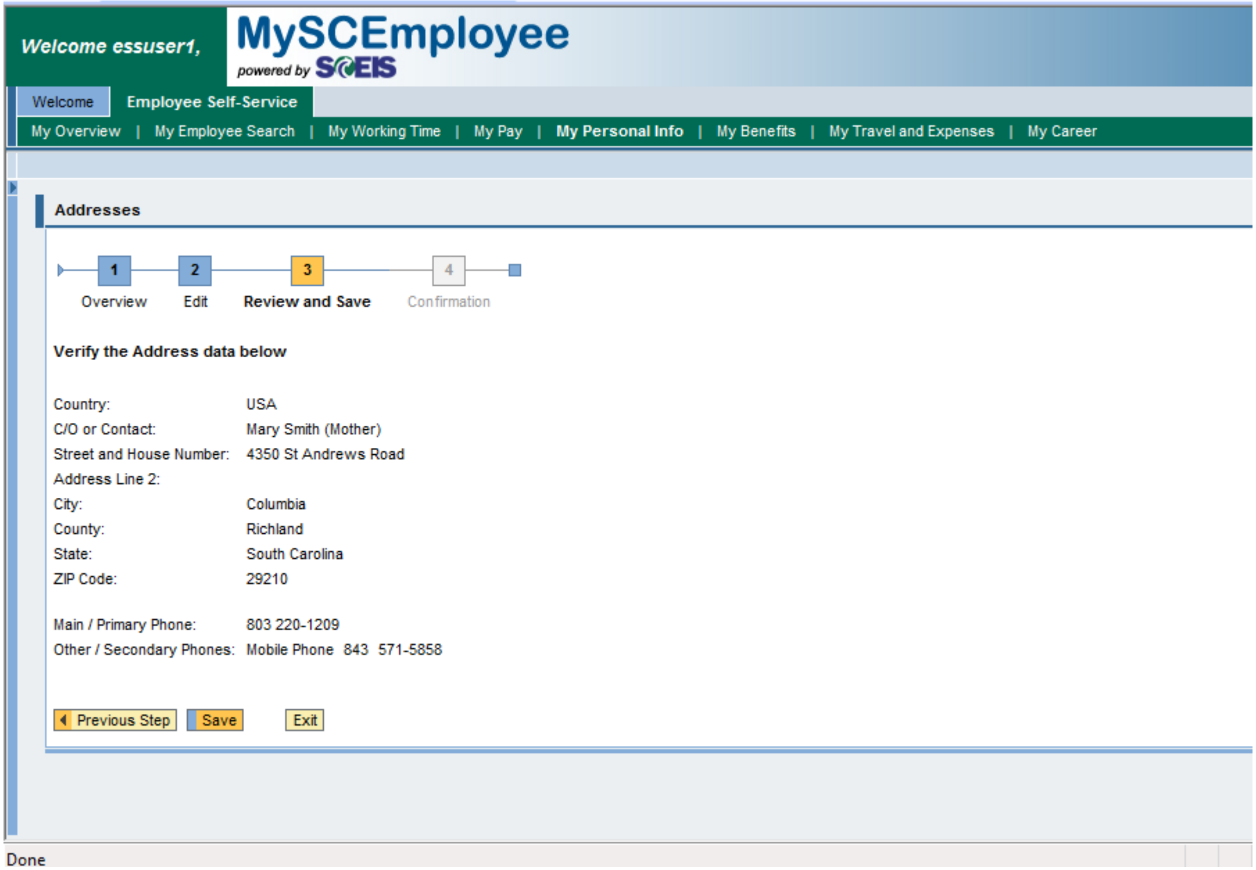
ZIP Code: * 29210

Main / Primary Phone: 803 220-1209

Other / Secondary Phones: Mobile Phone 843 571-5858

18. Create/Maintain an Emergency Contact record by entering the same fields as described in **Step 11.**

19. Click Review ▶.

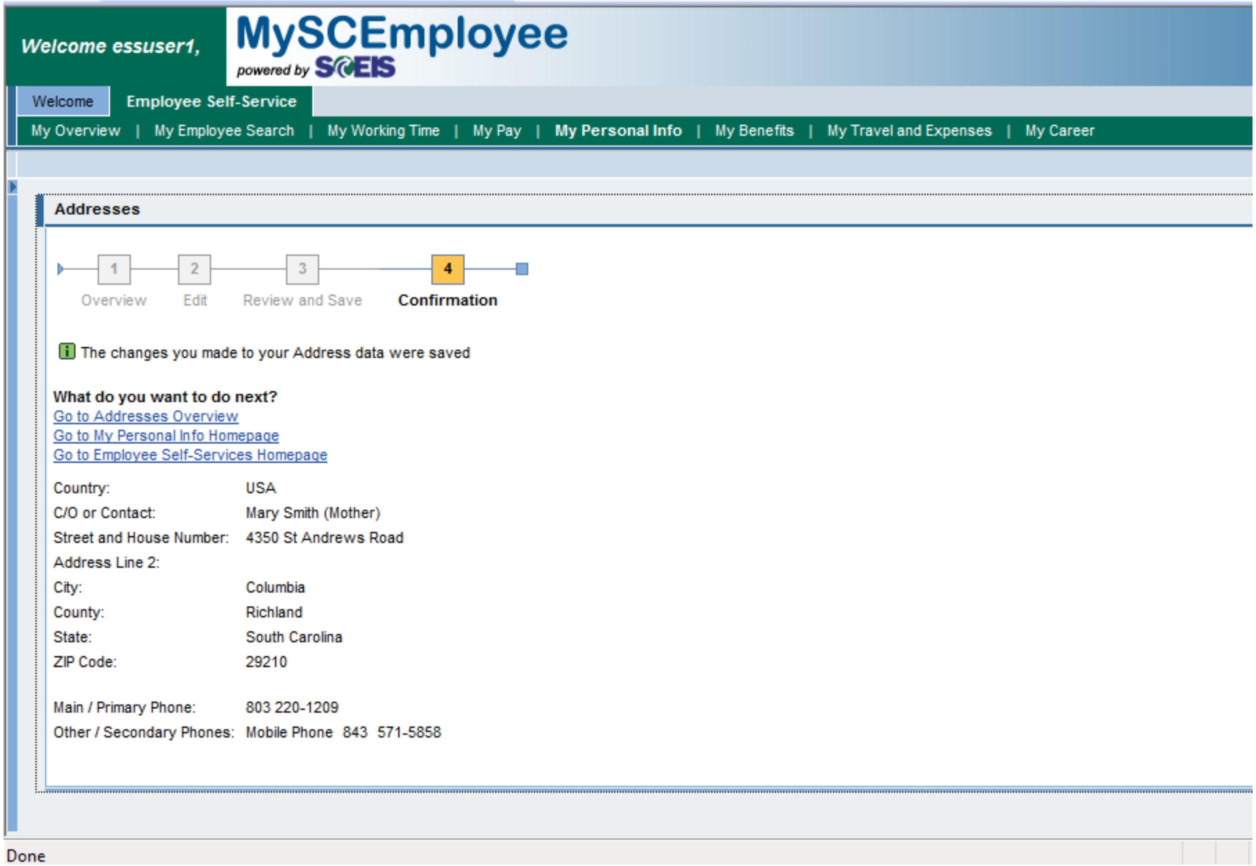

Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
1 Overview
2 Edit
3 Review and Save
4 Confirmation
Previous Step
Save
Exit
Done

Addresses

Verify the Address data below

Country:	USA
C/O or Contact:	Mary Smith (Mother)
Street and House Number:	4350 St Andrews Road
Address Line 2:	
City:	Columbia
County:	Richland
State:	South Carolina
ZIP Code:	29210
Main / Primary Phone:	803 220-1209
Other / Secondary Phones:	Mobile Phone 843 571-5858

20. Click Save.


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
Addresses
1 Overview
2 Edit
3 Review and Save
4 Confirmation
Done

The changes you made to your Address data were saved

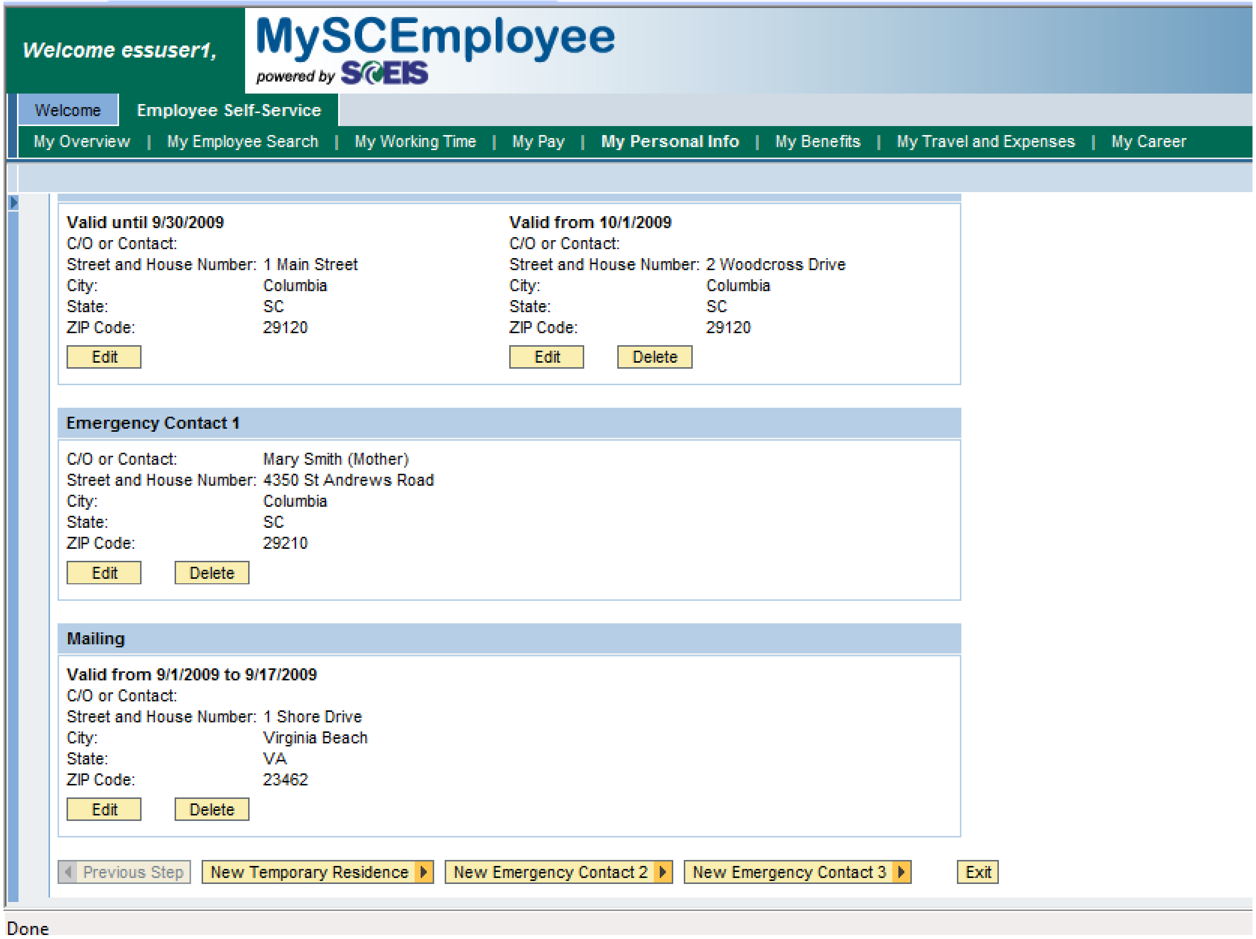
What do you want to do next?

Go to Addresses Overview
Go to My Personal Info Homepage
Go to Employee Self-Services Homepage

Country: USA
C/O or Contact: Mary Smith (Mother)
Street and House Number: 4350 St Andrews Road
Address Line 2:
City: Columbia
County: Richland
State: South Carolina
ZIP Code: 29210

Main / Primary Phone: 803 220-1209
Other / Secondary Phones: Mobile Phone 843 571-5858

21. Click the link, Go to Addresses Overview .


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
Previous Step
New Temporary Residence
New Emergency Contact 2
New Emergency Contact 3
Exit
Done

Valid until 9/30/2009
C/O or Contact:
Street and House Number: 1 Main Street
City: Columbia
State: SC
ZIP Code: 29120
Edit

Valid from 10/1/2009
C/O or Contact:
Street and House Number: 2 Woodcross Drive
City: Columbia
State: SC
ZIP Code: 29120
Edit Delete

Emergency Contact 1

C/O or Contact: Mary Smith (Mother)
Street and House Number: 4350 St Andrews Road
City: Columbia
State: SC
ZIP Code: 29210
Edit Delete

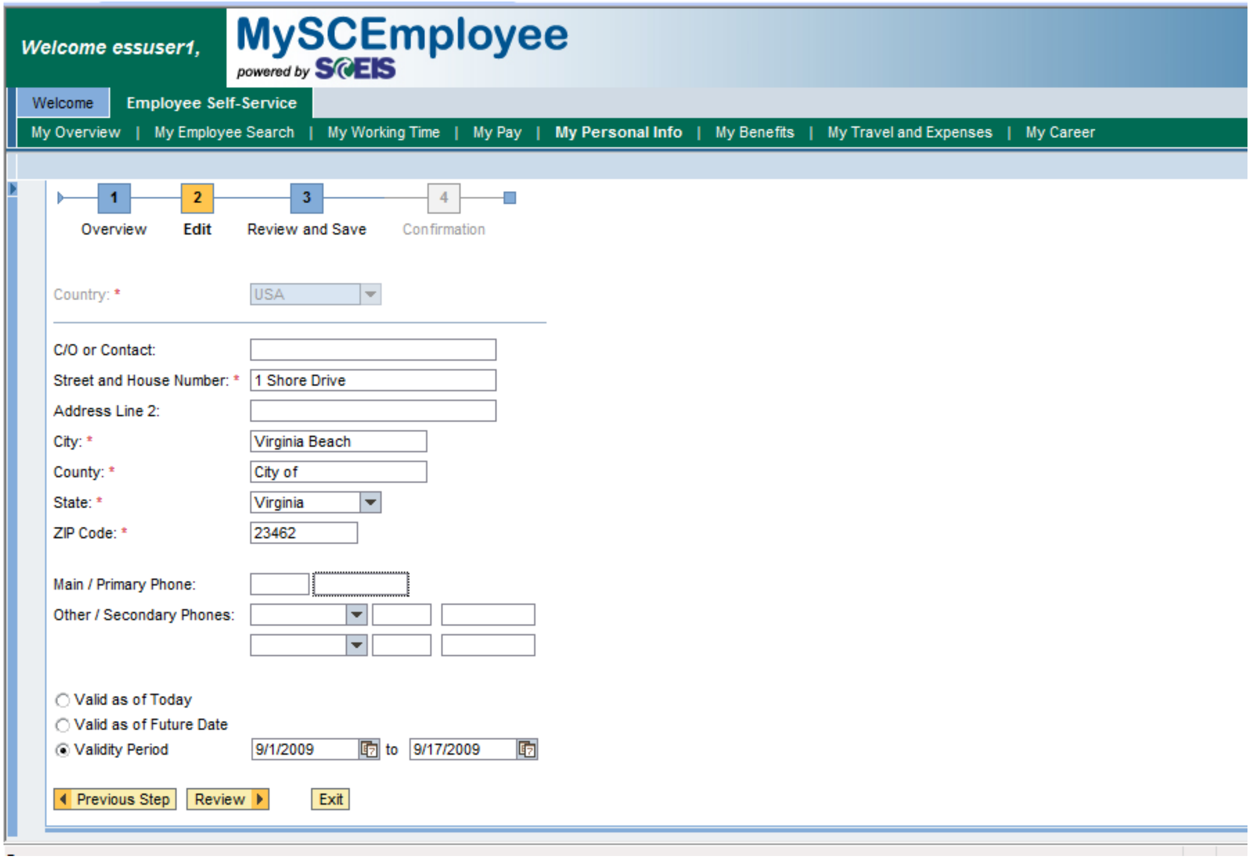
Mailing

Valid from 9/1/2009 to 9/17/2009
C/O or Contact:
Street and House Number: 1 Shore Drive
City: Virginia Beach
State: VA
ZIP Code: 23462
Edit Delete

Possible Actions

- To DELETE an existing Emergency Contact, click Delete.
- To EDIT the existing Emergency Contact, click Edit.
- To maintain a Contact #2 or Contact #3, click the applicable NEW button.

22. To create/maintain a Mailing address or Temporary Residence, click the applicable NEW button or click Edit for the corresponding record.


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
1 Overview
2 Edit
3 Review and Save
4 Confirmation
Previous Step
Review
Exit

Country: * USA

C/O or Contact:

Street and House Number: * 1 Shore Drive

Address Line 2:

City: * Virginia Beach

County: * City of

State: * Virginia

ZIP Code: * 23462

Main / Primary Phone:

Other / Secondary Phones:

○ Valid as of Today

○ Valid as of Future Date

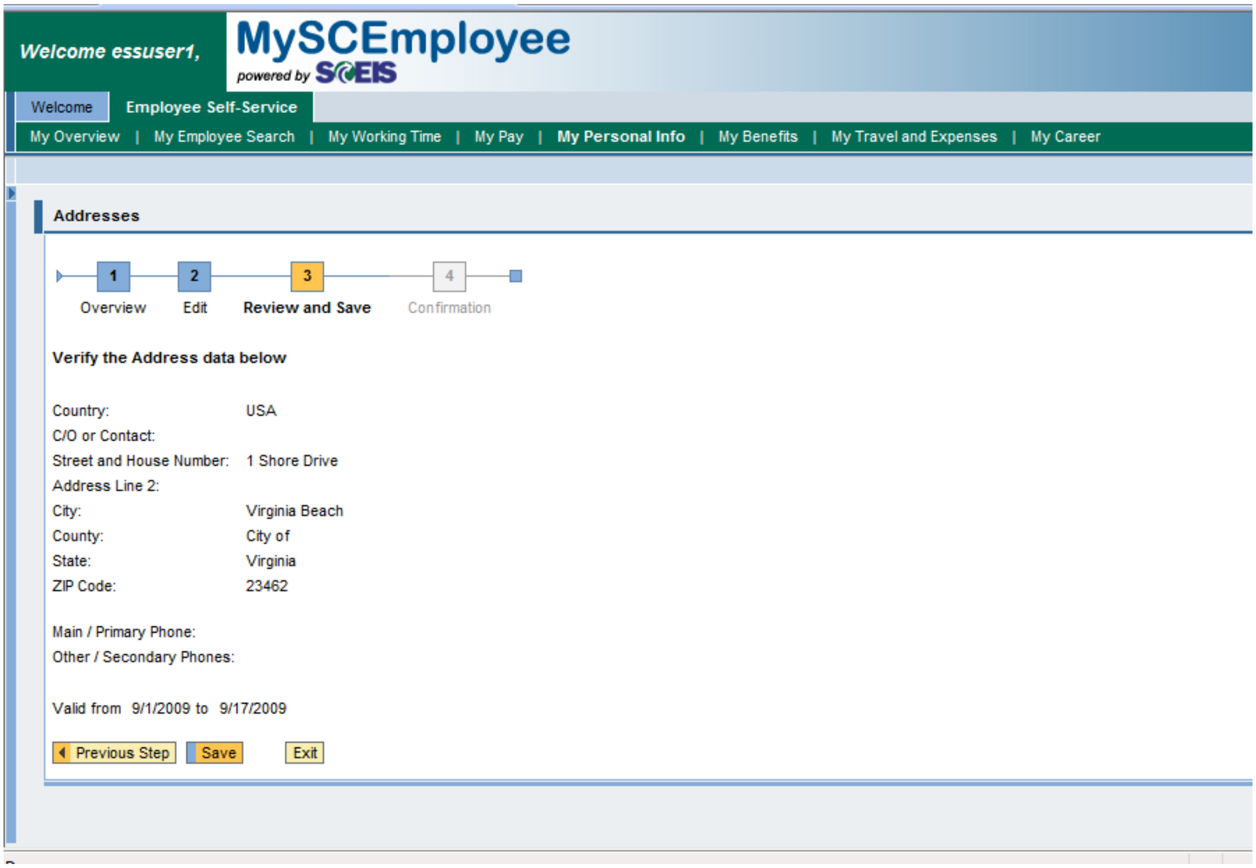
● Validity Period 9/1/2009 to 9/17/2009

23. Create/Maintain a Mailing address or Temporary Residence record by entering the same fields as described in **Step 11.**

Dates - When maintaining the date fields, please be aware of how the system creates the validity dates of the address records:

- ***Valid as of Today*** - When this radio button is selected, the NEW record will have a starting date that is equal to the current date (the day you make the change in ESS). The OLD record will be delimited with an ending date that is equal to the previous day.
- ***Valid as of Future Date*** - This radio button allows the creation of a future dated record. The employee can manually enter the starting date in ESS. The NEW record will have a starting date of that defined date. The OLD record will be delimited with an ending date that is equal to the previous day of the defined date entered in ESS.
- ***Validity Period*** - This radio button allows the user to define a temporary period for a record.

24. Click Review


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
Addresses
1 Overview
2 Edit
3 Review and Save
4 Confirmation
Previous Step
Save
Exit

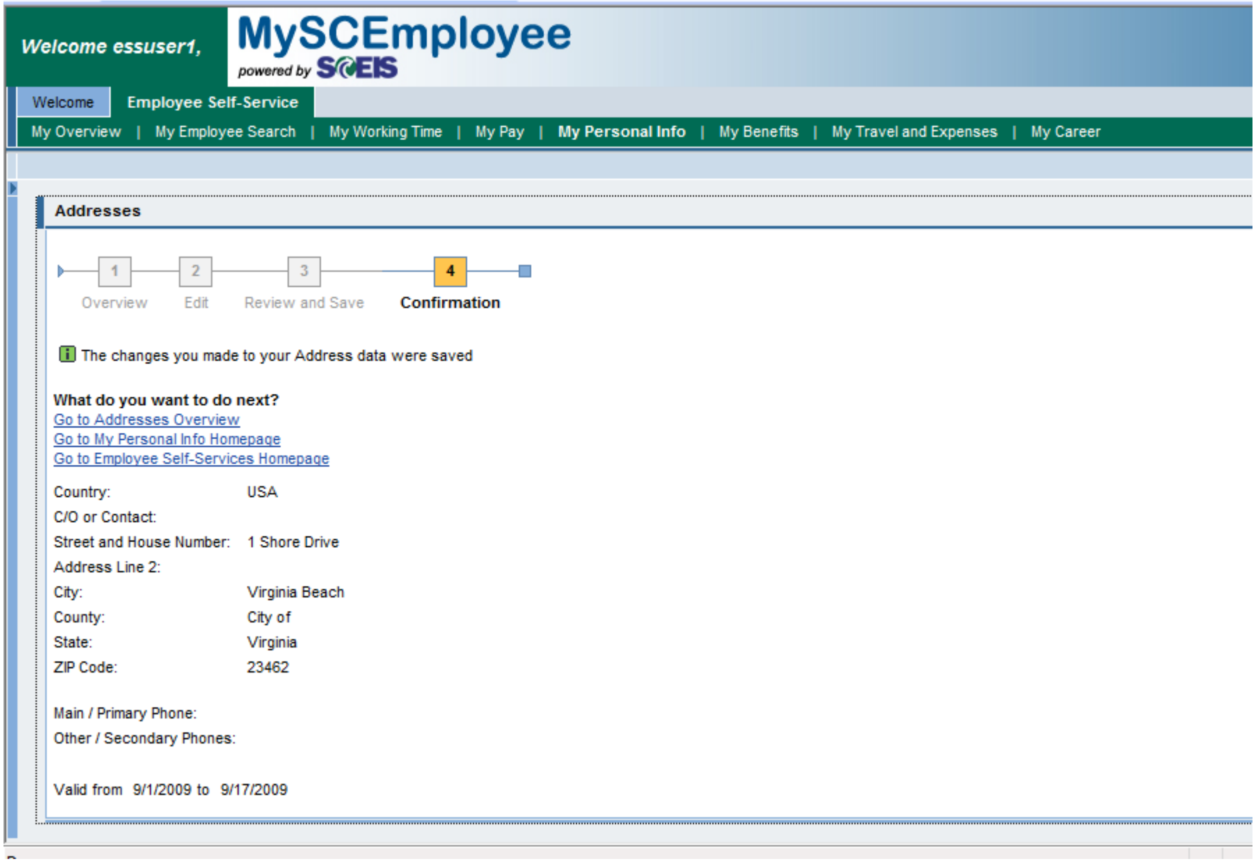
Verify the Address data below

Country: USA
C/O or Contact:
Street and House Number: 1 Shore Drive
Address Line 2:
City: Virginia Beach
County: City of
State: Virginia
ZIP Code: 23462

Main / Primary Phone:
Other / Secondary Phones:

Valid from 9/1/2009 to 9/17/2009

25. Click Save.


Welcome essuser1,
MySCEmployee
powered by SCEIS
Welcome
Employee Self-Service
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career
Addresses
1 Overview
2 Edit
3 Review and Save
4 Confirmation

The changes you made to your Address data were saved

What do you want to do next?
Go to Addresses Overview
Go to My Personal Info Homepage
Go to Employee Self-Services Homepage

Country: USA
C/O or Contact:
Street and House Number: 1 Shore Drive
Address Line 2:
City: Virginia Beach
County: City of
State: Virginia
ZIP Code: 23462

Main / Primary Phone:
Other / Secondary Phones:

Valid from 9/1/2009 to 9/17/2009

Result

You maintained your Addresses and Emergency Contacts in ESS.